Approved For Release 1999/09/01 : CIA-RDP78-06180A000300050006-4

~~CONFIDENTIAL~~

9 JUL 1964

MEMORANDUM FOR: Chief, Records Administration Staff, MD/S

SUBJECT : Forms and Procedures Survey of the Medical Staff

1. At our request a Forms and Procedures Survey of the Medical Staff Records Program was conducted by Mr. [redacted] 25X1A9a of your staff. It is my pleasure to report that Mr. [redacted] 25X1A9a did a commendable job on this survey. Some of the more important benefits to the Medical Staff were the elimination of the preparation [redacted] 25X1A1a annually by our Examination Section and the elimination of 12 unnecessary forms.

2. I wish to take this opportunity to thank you for making the services of Mr. [redacted] 25X1A9a available for this survey.

JOHN R. KIELHOLM, M.D.
Chief, Medical Staff

25X1A9a Draft: MS/SD/[redacted]:rdm (7 Jul 64)
25X1A9a Revised: MS/ExO/[redacted]:jv (8 Jul 64)
Distribution:
Orig & 1 - Addressee
2 - O-C/MS
2 - O-ExO/MS

25X1A9a [redacted]

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